



October 21, 2014

### **School Nutrition Equipment Grant**

Through the FY2014 Appropriations Act, the Office of Public Instruction will fund sixteen (16) \$5,000 grants to Montana school districts participating in the National School Lunch Program (NSLP). These funds will allow school districts to serve healthier meals that meet updated meal patterns, with emphasis on increasing fruits and vegetables in school meals, improving food safety, and expanding access.

#### **Grant Awards**

State agencies must award these grants via a competitive grant process to School Food Authorities (SFAs), giving priority to high need schools (**i.e., schools in underserved areas, schools with limited access to other resources**, and age of food service equipment) where 50 percent or more of the enrolled students are eligible for free or reduced price meals. **In addition, priority will be given to schools that did not receive a previous NSLP Equipment Assistance Grant award under the American Recovery and Reinvestment Act of 2009 and the FY 2010 and FY 2013 Agriculture Appropriations Acts.**

Award selection criteria will include, but is not limited to the following:

- Opportunities to realize a meaningful impact on nutrition and quality of meals;
- Strategies for adopting Smarter Lunchrooms that provide more convenience and appeal to the student population, highlighting healthier choices, redesigning menus that target healthier entrees/options;
- The availability of existing local funding for equipment purchases; and/or
- Age of food service equipment.

#### **Funding Goals**

The district must demonstrate that equipment will improve the quality of school meals.

Additional focus areas include:

- Equipment that improves the safety of food served in the school meal programs;
- Equipment that improves the overall energy efficiency of the school food service operations; and/or
- Equipment used to improve or expand participation in the National School Lunch Program and/or School Breakfast Program.

#### **Equipment Definition**

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. USDA regulations at 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment for the purpose of NSLP equipment assistance grant as articles of nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$5,000 (or such lesser amount as the district uses when reporting equipment as assets in its financial statements).

As with all Federal grant funds, equipment procured using these grant funds must be necessary, reasonable and allocable. While using these grant funds to purchase a walk in freezer for school food service, or a salad bar, may be an allowable cost, building an extension to a cafeteria would be a capital expense that should be borne by the school district.

Applicants should consider all allowable costs related to the procurement, as per 2 CFR 225 (codifies/replaces A-87, but has all the same language), Appendix B, item 15:

*“15. Equipment and other capital expenditures.*

a. For purposes of this subsection 15, the following definitions apply:

(1) “Capital Expenditures” means expenditures for the acquisition cost of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life.

**Acquisition cost means the cost of the asset including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.** Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the governmental unit’s regular accounting practices.”

### **Procurement Requirements**

The district must follow all Federal, State and Local procurement laws when purchasing equipment with these grant awards. In addition, the following best practices should be considered to assist with efforts in upgrading food service equipment to serve healthier meals:

- School officials and local policymakers should work collaboratively with parents, teachers, students and funders to identify and implement strategies for meeting equipment, infrastructure and training needs.
- Nonprofit and for-profit organizations that have an interest in improving children’s health, education, school infrastructure and community wellness should provide assistance to schools in acquiring the necessary equipment.

### **Award Timeline**

**November 17, 2014** Completed application, documented need for equipment according to one or more grant focus areas, and copies of bids are due to the Office of Public Instruction.

**December 15, 2014** Districts will be notified of the grant award.

**June 30, 2015** Grant funds should be expended.

**September 30, 2015** Final report is due to the Office of Public Instruction

## School Nutrition Equipment Assistance Grant Application

**District Name** \_\_\_\_\_ **District Number** \_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Email** \_\_\_\_\_

<b>Schools Impacted:</b>	<b>Free/Reduced Eligible October 1, 2014</b>	<b>Enrollment October 1, 2014</b>

**Equipment Needed\*:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Three equipment bids must be submitted with the application.

**Submit a detailed need on a separate sheet, including, but not limited to the following:**

- Opportunities to realize a meaningful impact on nutrition and quality of meals;
- Strategies for adopting Smarter Lunchrooms that provide more convenience and appeal to the student population, highlighting healthier choices, redesigning menus that target healthier entrees/options;
- The availability of existing local funding for equipment purchases; and/or
- Age of food service equipment.

### **District Commitment**

- I certify that the district has the commitment to serve meals that meet the new meal patterns, improve food safety and expand access to the school lunch and breakfast programs through assistance of this grant.
- I certify that the funds will only be used for equipment purchases for kitchen/dining facility upgrades. Funding will not be used for employee wages or food purchases.
- I agree to make the school lunch and breakfast programs available to all students within the school; serve meals that meet federal nutrition requirements provided in 7 CFR 210 and 220; and provide free and reduced-price meals to children determined eligible under 7 CFR 245.
- I agree to submit a final report to the Office of Public Instruction by September 30, 2015 to document the outcomes of this grant, including documentation of the equipment purchased using grant funds.

\_\_\_\_\_  
**Authorized Representative Signature**

\_\_\_\_\_  
**Date**

### **Instructions for Completion**

- ✓ Provide the district name, district number, address, telephone and e-mail address for the contact person.
- ✓ List the school(s), number of students eligible for free and reduced-price school meals as of October 31, 2014 for each school listed, the enrollment as of October 1, 2014 for each school listed.
- ✓ Equipment Needed (Submit a detailed need on a separate sheet).
- ✓ Submit a copy of three equipment bids with this application.
- ✓ The authorized representative must review the certification statements, sign and date the form. The signature confirms that the district will carry out the proposed plan and submit a final report to the Office of Public Instruction by September 30, 2015. The district is expected to maintain the equipment and cover any additional cost not met by grant funding.

#### **Mail the completed application by November 17, 2014 to:**

Office of Public Instruction  
School Nutrition Programs  
PO Box 202501  
Helena, MT 59620-2501  
***\*\*Do not send by fax\*\****

<b>Selection Criteria</b>	<b>Points</b>
• Need for equipment according to one or more focus areas (Please detail need in focus area(s) on a separate sheet of paper.)	40
• Schools in underserved areas with limited access to other resources and % Free/Reduced for school or average of all schools >50%	15
• Did not previously receive equipment award	15
• Number of students impacted (enrollment) >100	10
• Copy of three equipment bids	10
• District commitment by Authorized Representative Signature	10
• Received by due date	Pass/Fail
<b>100 pts possible</b>	

### **Resources**

The National Food Service Management Institute (NFSMI) has developed a resource for districts entitled "Equipment Purchasing and Facility Design for School Nutrition programs," which includes information on decision making for purchase of school foodservice equipment. This resource is available on NFSMI's Web site at <http://nfsmi.org/>.

Montana School Nutrition Programs Equipment List (attached)

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800.877.8339; or 800.945.6136 (Spanish).

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# Montana School Nutrition Programs Equipment List

Capital assets (equipment)\* typically purchased by SFAs/Sponsors for use in the School Nutrition Programs

\*Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the **lesser** of the capitalization level established by the SFA/Sponsor for financial statement purposes, or \$5000.

## Carts

- Tray Station
- Tray Truck
- Tray Delivery Cart
- Tray Dispenser
- Trash Cart
- Banquet Cart
- Insulated Transport Cart
- Kiosks

## Cold Food Tables

- Serve Well Cafeteria Breath Guard / Sneeze Guard
- Refrigerated Buffet Tables
- Refrigerated Salad Bars

## Computers/Hardware & Software

- Cash Registers/Point-of-Sale Equipment
- Software/programs for management (i.e. Inventory Meal Counts, Application Approval)

## Dishwasher-Sinks and Supplies

- Under Counter Dishwasher
- Conveyor Dishwashers
- Door Type Dishwasher
- Waste Disposal
- Sinks
- Water Heater Booster
- Dish Tables
- Floor Troughs

## Food Preparation Equipment

- Griddles
- Hot Plates
- Microwaves
- Electric Food Slicers
- Toasters
- Induction Cookers
- Food Processors
- Food Blenders
- Food Cutters
- Hot Water Dispenser
- Refrigerated Prep Tables
- Countertop Mixers
- Floor Mixer
- Food Processors
- Vertical Cutter Mixer
- Planetary Mixer
- Dough Divider/Bun Cutter
- Dough Roller/Sheeter

## Freezers

- Chest Freezers
- Solid Door Reach-In Freezers
- Walk-In Freezers
- Worktop Freezers
- Under Counter Freezers
- Refrigerator Freezer Dual Temp

## Holding and Proofing Cabinets

- Holding Cabinets - Stationary and/or Mobile
- Proofing Cabinets
- Low Temperature Holding Cabinet
- Hot Food Storage Cabinets

## Ice Machines

## Ranges and Ovens

- Cooktops and Ranges
- Convection Ovens
- Cook and Hold Ovens
- Tilting Skillet
- Tilting Kettle
- Kitchen Exhaust Systems
- Retractable Exhaust

## Refrigerators

- Pass (Walk) Thru Refrigerators
- Drop in Refrigerators
- Solid Door Reach-in Refrigerators
- Sandwich/Salad Prep Tables
- Milk Coolers
- Walk-In Coolers
- Refrigerated Buffet Tables
- Under Counter Refrigerators
- Worktop Refrigerators
- Refrigerator Freezer Dual Temp

## Shelving for Storerooms, Refrigerators, Freezers

- Storage Racks

## Tables & Chairs for Dining Room

## Steam Tables

- Electric Steam Tables
- Gas Steam Tables
- Steam Table Serving Shelf
- Serve Well Cafeteria Breath Guard
- Steamer
- Double Stack Convection Steamer

## Tray Line

## Vehicle to Transport Food

## Food Warmers

- Countertop Food Warmers
- Drawer Warmers
- Soup Kettles
- Drop-In Food Warmers

## Work Tables

- Enclosed Base Work Table
- Poly Top Work Table
- Stainless Steel work Tables with Under Shelf